



# Enterprise Risk Management Guide For Units

**INITIAL RELEASE: 02/09/2013**  
**Revision 04: 04/01/2017**

The purpose of this guide is to prepare adult leaders to conduct Scouting activities in a safe and prudent manner. Policies and guidelines have been established because of the need to protect members from risk and hazards that have been identified through one hundred-plus years of Scouting experience. This guide provides adult leaders with information on:

-  **Council Emergency Procedures / Press Relations**
-  **Incident Reporting**
-  **Youth Protection Procedures**
-  **Insurance Coverages**
-  **Tour and Activity Plans *(terminated 04/01/2017)***
-  **Volunteer Background Checks**
-  **BSA Training Courses for Health & Safety**

**Every registered adult leader should have a copy of this important Council resource.**

In the case of a reportable situation, it is the responsibility of the person in charge of the event/function/trip to contact one of the following Council officials and their District Executive:

Director of Support Service	<b>Brandon Lewis</b>
	Office: 713-756-3319
	Cell: 281-795-7812

Risk Management Staff Advisor	<b>Vincent Manning</b>
	Office: 713-756-3380
	Cell: 713-259-9407

## COUNCIL EMERGENCY PROCEDURES

All youth activities have some potential for accidents or fatal injury. If an accident or serious injury occurs, it is important that the Sam Houston Area Council be prepared to respond in an appropriate manner. The following procedures have been established to guide volunteers and staff personnel as they relate to fatal or serious accidents, injuries, or illness.

1. Proper planning to avoid possible injuries and for adequate emergency response is the responsibility of all Scouting leaders. In addition, the observance of all laws that might apply to a Scouting event is necessary, for example, speed limits, wearing of seat belts, tire maintenance, and reading and following safety precautions, etc.
2. In an event where an individual is injured or serious illness occurs, proper and adequate care, treatment, and transportation of the individual is of primary importance. Careless handling of a victim following an accident can make the injuries worse. Do not transport injured individual by private vehicle when an ambulance is needed. Condition of injured can deteriorate quickly and proper medical supervision should be utilized.
3. The next responsibility is to notify the proper Scouting authorities. It is the Council policy that the following be reported to the Council Scout Executive or his designee as soon as practically possible:
  -  All deaths or serious injuries
  -  Injury to a Scout or adult on a Scout function (on or off Scout property) in which medical treatment other than at-scene first aid is necessary or recommended
  -  Any situation occurring in connection with a Scout function (whether on or off Scout property) in which a Scout or adult is transported to a hospital, whether or not the Scout/adult is admitted

4. The Council official will make arrangements to contact the family physician or other medical assistance as required or requested by the parent or guardians and to provide transportation, counseling, or other support as is within the purview of the Council. Arrangements will be made to secure personal equipment for safe delivery to the home, if requested.
5. The Council official handles procedures regarding insurance, media relations, and ensures that National and local Scout policies are met.

It is the hope of the Council that with thorough prior planning and emphasis on safety, Scouting can avoid accidents and injury. Should they occur, however, it is the responsibility of all BSA leaders to respond and follow the procedures indicated. The concern for the injured person(s) and their family is of primary importance.

## PRESS RELATIONS

In responding to the news media, the following principles should be observed:

1. It is the Council policy to work with the media to provide factual, accurate, and timely information. The Council will not adopt a "no comment" attitude.
2. Only one Council spokesperson will be selected to be the news source, usually the Council Scout Executive or Council President. Individual leaders/adults should refer all media inquiries to the Council news source and should give accurate directions for locating the Council news source.

**Shane Burks**  
**Director of Marketing / Communication**  
**713-765-3301 ofc / 713-907-3219 cell**

**Reporting Procedure:** In the case of a reportable situation, it is the responsibility of the person in charge of the event/function/trip to contact one of the Council officials as listed on the cover of this guidebook.

3. The Council spokesperson will note which representatives of the media were involved. If possible, a press release or media advisory will be prepared as soon as possible so that all media representatives are given the same information.

# INCIDENT REPORTING

## Incident Definitions:

**First Aid:** Any injury or illness treated by Scout-rendered first aid but does not include treatment that has to be done by a medical professional such as a nurse, EMT, or doctor. Scout-rendered includes a Scout or Scouter.

**Near Miss:** An unplanned event that DID NOT result in injury, illness, or damage by definition, but had the potential to cause less than serious damage or injury.

**Serious Near Miss:** An unplanned event that did not result in injury, illness, or damage by definition (e.g., emergency response was called to find a lost Scout), but had the potential to cause serious damage or injury.

**Vehicle Accident:** An unintentional damaging event involving one or more vehicles that causes damage to the vehicle, damage to property, or physical harm. Vehicles include automobiles and other motorized equipment (e.g., four-wheelers, farm equipment, industrial equipment, or motorcycles).

**Victimization of Scout:** An intentional incident in which a Scout is physically or psychologically harmed.

## BSA Incident Reporting Policy:

The BSA provides a program for young people that builds character, trains them in the responsibilities of participating citizenship, and develops personal fitness. A key responsibility that we all share is providing an effective program that meets the needs of young people and provides the proper health and safety of everyone concerned.

It is important that we sustain the safe operation of our programs and promote continuous improvement through organizational learning. Timely and complete incident reports support analysis that is critical to identifying needed improvement of the programs offered by the BSA.

### What is an Incident?

Loosely defined, an incident is any unplanned event that results in harm to an individual, property, or the environment.

## Why Report an Incident?

The information reported from incidents is valuable in preventing the reoccurrence of similar incidents. Reporting incidents promptly is also critical so we can respond to incidents in an appropriate manner, and it helps us properly manage any potential claims.

## How Do I Report an Incident?

Reporting requirements are based on the severity of the incident. Please see the Incident Descriptions and Reporting Instructions on the following page.

## Report Writing Tips:

It is imperative that you fill out any incident reports as thoroughly as possible. This will help bring clarity to the situation and avoid unnecessary calls or emails to the situation and avoid unnecessary calls or emails for additional information. Photographs of the site, facilities, vehicles, or equipment can add value to the report. The following examples demonstrate a good, better, and best approach to incident reporting. Remember to include only pertinent facts about the incident. Do not assign blame or include personal opinions or recommendations.

**Good:** At summer camp, a Scout was playing a game and fell, twisting his ankle. He was sent off camp for more help.

**Better:** This August, a Scout was playing tetherball at summer camp, when he fell and broke his ankle. He was sent to the ER and was released.

**Best:** On August 6, 2012, a Scout was playing a game of tetherball at a Beaver Dam Summer Camp event, when he fell and twisted his left ankle. The Scout was initially treated by other Scouts and the health lodge, but further treatment was needed. The Scout was diagnosed with a high ankle fracture, was treated in an ER, and released later in the day with a restriction to stay off the ankle until he sees his personal physician.

## Incident Descriptions and Reporting Instructions

INCIDENT TYPE	PERSONAL INJURY / ILLNESS	VEHICLE, PROPERTY, OR PROGRAM INCIDENT	REPORTING REQUIREMENTS
<b>CATASTROPHIC</b>	Fatality or hospitalization for a life-threatening or critical condition Allegation of suspected sexual abuse Victimization of Scout	Vehicle accident, theft, or damage with a greater than \$1 million loss Litigation anticipated National publicity or media attention	<b>IMMEDIATELY</b> do the following: 1. Get help for injured parties (e.g., call 911). 2. Notify the Council Scout Executive 3. Complete an Incident Information Report, No. 680-016. 4. Forward the incident report to your Council enterprise risk management contact.
<b>SERIOUS / CRITICAL</b>	Hospitalization for less than a life-threatening or critical condition Transport to the ER in an emergency vehicle Allegation of suspected non-sexual child abuse Communicable disease outbreak or mass foodborne illness	Vehicle accident, theft, or damage with a \$100,000 to \$1 million loss Building or camp shut down for more than a day Bomb threat Local publicity or media attention	<b>Within 24 hours</b> , do the following: 1. Get help for injured parties (e.g., call 911). 2. Notify the Council Scout Executive 3. Complete an Incident Information Report, No. 680-016. 4. Forward the incident report to your Council enterprise risk management contact.
<b>MARGINAL</b>	First aid Transport to the ER in a personal vehicle and released Serious near miss Emergency response initiated	Vehicle accident, theft, or damage with a \$100,000 loss or less Program area closed down for safety concerns Emergency response initiated	<b>In no later than five days</b> , do the following: 1. Attend to any injured parties. 2. Complete an Incident Information Report, No. 680-016. 3. Forward the incident report to your Council enterprise risk management contact.
<b>NEGLIGIBLE</b>	Near miss Injury / illness not requiring first aid		<b>By the end of the unit recharter year</b> , do the following: 1. Complete a Near Miss Incident Information Report, No. 6880-017 2. Keep the report in your unit or forward to the enterprise risk management contact 3. Evaluate near misses in your unit for any lessons learned and/or program enhancements

**NOTE:** This matrix does not supersede reporting requirements for specific program activities (e.g., pilot programs or climbing near misses), reporting required by law, or BSA Youth Protection reporting requirements

# YOUTH PROTECTION PROCEDURES

The Sam Houston Area Council feels **EDUCATION IS THE KEY** to creating additional protection and security for our Scouts. Through adult leader Youth Protection Training, we hope to bring awareness to all adults who work with youth on the following:

-  **Recognizing** situations that place a child at-risk of abuse, how child abusers operate, and how to deter a child abuser from entering into the Boy Scouts of America.
-  **React or Respond** to a child who has been abused, and the type of abuse they have fallen victim to.
-  **Report** a suspected case of abuse within Scouting procedure and State Law.

As a volunteer for the nation's largest youth organization, you should be aware of how to help a child in need, and how to keep child abusers out of the Boy Scouts of America.

The Sam Houston Area Council hopes to educate all adult leaders through Youth Protection Training in order to create a barrier to child abuse and to abusers.

All adults must attend Youth Protection Training. A child deserves no less.

All BSA registered volunteers, regardless of their position are required to complete Youth Protection Training. Youth Protection Training must be taken every two years. If a volunteer's Youth Protection Training record is not current at the time of recharter, the volunteer will not be re-registered.

-  Chartered organizations provide local insight and ongoing supervision of adult volunteers.
-  Adults selected by chartered organizations apply for leadership roles.
-  The BSA requires criminal background checks on all adult volunteers.
-  The BSA's Ineligible Volunteer Files provide an added layer of protection.

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**Reporting Procedure:** It is the policy of the Sam Houston Area Council that a suspected or observed case of child abuse or victimization involving a participant in any program, activity, camp or unit of the Boy Scouts of America be immediately reported to the Council Scout Executive or first available Council official listed on the cover of this guidebook.

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## Barriers to Abuse Within Scouting

The BSA has adopted the following policies to provide additional security for our members. These policies are primarily for the protection of our youth members; however, they also serve to protect our adult leaders from false accusations of abuse. Full descriptions of these barriers are outlined in Youth Protection Training.

Two-deep Leadership

No one-on-one Contact

Respect of Privacy

Cameras, Imaging, and Digital Devices

Separate Accommodations

Proper Preparation for High Adventure Activities

No Secret Organizations

Appropriate Attire

Constructive Discipline

Hazing Prohibited

Junior Leader Training and Supervision

## INSURANCE COVERAGE FOR VOLUNTEERS

Listed below is a brief outline of the insurance coverages provided by the Sam Houston Area Council through the support of the Friends of Scouting campaign and activity fees.

### COUNCIL ACCIDENT AND SICKNESS INSURANCE PLAN

This Accident and Sickness insurance is provided for youth members and adult volunteer leaders registered in the Council. (LDS units carry their own accident insurance coverage.) This plan provides coverage for accidents and sickness (as well as accidental death and dismemberment) while participating in any official Scouting activity, including going to and from meetings. New members are automatically covered under this plan. Non-Scouts attending scheduled activities (including group travel to and from activities) for the purpose of being encouraged to participate in Scouting are also automatically covered. However, the plan does not cover parents, siblings, or other guests.

### COMPREHENSIVE GENERAL LIABILITY INSURANCE

This coverage provides primary general liability coverage for **registered** Council, volunteer Scouters, Scouting units, chartered organizations, and Scouting professionals and employees, with respect to claims arising in the performance of their duties in Scouting with the exception that the coverage is excess over any insurance which may be available to the volunteer for loss arising from the ownership, maintenance, or use of a motor vehicle or watercraft. This insurance is only available while the vehicle or watercraft is in actual use of a Scouting unit and being used for a Scouting purpose. Coverage is for more than \$5 million for bodily injury and property damages.

The insurance provided unregistered Scouting volunteers through the BSA General Liability Insurance program is excess over any other insurance the volunteer might have to his or her benefit, usually a homeowners, personal liability, or auto liability policy.

There is no coverage for those who commit intentional or criminal acts.

Because of the high limits, volunteers should not be placed in a position where their assets are jeopardized because of a negligence liability claim or lawsuit.

### AUTOMOBILE LIABILITY INSURANCE

All vehicles **MUST** be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the State in which the vehicle is licensed. It is recommended that coverage limits are at least \$50,000/\$100,000/\$50,000. Any vehicle carrying 10 or more passengers is **REQUIRED** to have limits of \$100,000/\$500,000/\$100,000 or \$500,000 single limit. In case of rented vehicles, the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle. All vehicles used in travel outside the United States must carry a liability insurance policy that complies with or exceeds the requirements of that country.

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For information, claim forms, or if legal papers are served in a Scouting-related incident, please contact the Director of Support Services at the Cockrell Service Center, 713-756-3319.

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## TOUR AND ACTIVITY PLANS

### **Tour and Activity Plan Terminated**

The Boy Scouts of America is ending the Tour and Activity Plan system and removing it from my.scouting.org, effective April 1, 2017. This decision by a BSA National Council cross-functional team will reduce the administrative burden on our volunteer leaders. Our council's Enterprise Risk Management Committee reminds volunteers that even though the Tour and Activity Plan system no longer exists, proper planning before a Scouting activity is a critical component to keeping Scouts, leaders, and parents safe. The Guide to Safe Scouting and other resources can help you in your planning. Those resources are found throughout the training and literature of the organization.

For more information, please go to <http://www.samhoustonbsa.org/tour-plan>

For Campout Safety Checklist go to [http://www.scouting.org/filestore/HealthSafety/pdf/campout\\_checklist.pdf](http://www.scouting.org/filestore/HealthSafety/pdf/campout_checklist.pdf)

For Event Safety Checklist go to [http://www.scouting.org/filestore/HealthSafety/pdf/event\\_checklist.pdf](http://www.scouting.org/filestore/HealthSafety/pdf/event_checklist.pdf)

# CRIMINAL BACKGROUND CHECKS

THE CRIMINAL BACKGROUND CHECK IS A SECONDARY METHOD OF PROTECTING BOTH YOUTH AND ADULTS FROM UNACCEPTABLE PERSONS DESIRING MEMBERSHIP IN THE BOY SCOUTS OF AMERICA.

## STRUCTURE

All new volunteer adults must submit an adult registration form. In a Cub Scout Pack, Boy Scout Troop, Varsity Scout Team, Venturing Crew or Sea Scout Ship – or in any position in a district or council – your leadership is a service to your community and helps youth become better citizens.

Quality leadership is important in the training of youth as members of the Boy Scouts of America. The application helps select the best individuals for leadership roles.

By submitting the application the volunteer is authorizing a Criminal Background Check of themselves. This check will be made from public record sources. The applicant will have an opportunity to review and challenge any adverse information disclosed by the check. If the applicant would like a copy of their Criminal Background Report, they can contact the council service center.

-  The Council registrar maintains a records system where those volunteers with completed background checks can be identified through the Council's membership database.
-  Completed applications must be submitted to the Council registrar who then submits them to the National BSA Office.
-  Any questionable background reports are forwarded to the Council Scout Executive for his review. Only the Council Scout Executive OR his designee will instigate action.

-  There will be no reply to units or individuals of when checks are returned, and if individuals were cleared.

## New Adult Volunteers

Each new volunteer leader must submit an approved adult leader application with appropriate registration fees to the Council Service Center. That volunteer will have 90 days to complete Youth Protection Training. Failure to comply, will hold further processing of their application, and could lead to suspension of a volunteer from membership in the BSA.

District and Council leaders, including Merit Badge Counselors, will have the same requirement unless they have a current completed background check on record in the Council.

## FREQUENTLY ASKED QUESTIONS

- Q** I have had a background check completed by another agency, school, church, etc. Do I still need to have a background check with BSA?
- A** Yes. The BSA requires that every agency maintain their own background checks.
- Q** I am registered in several units, on the district, council, etc. Do I need to have a background check in each of these positions?
- A** No. Only one background check will be required. The Council maintains a database that identifies if an individual has completed the background process, regardless of position.
- Q** Are my records confidential?
- A** Yes. Only the Council Registrar and the Scout Executive have access to individual background reports.

## COUNCIL SERVICE CENTER

The *Guide to Safe Scouting* is a Unit Leader's guide for current policies and procedures to safe activities in the Boy Scouts of America. It outlines rules and regulations that must be followed for all Scouting functions, including adult leadership, transportation, and medical information.

The *Guide to Safe Scouting*, No. 34416, may be purchased through any council field office or the Scout Shop. It is also available online at [www.bsa.scouting.org](http://www.bsa.scouting.org).

Other resources that cover BSA rules and regulations include *Health & Safety Guide*, No. 34415 and *Tours and Expeditions*, No. 33737.

## TRAINING COURSES

The Sam Houston Area Council recognizes the immediate need to train adult leaders in the proper design and operation of safe Scouting programs. There are four safety courses offered that provide the most important and valuable lessons on the Health & Safety issues of the BSA: BSA Health & Safety, Youth Protection, Climb on Safely, and Safe Swim Defense/Safety Afloat.

### ONLINE TRAINING AVAILABLE:

#### YOUTH PROTECTION

This course will bring awareness to all adults who work with youth on the following:

-  **Recognizing** situations that place a child at-risk of abuse, how child abusers operate, and how to deter a child abuser from entering the BSA.
-  **React or Respond** to a child who has been abused, and the type of abuse they have fallen victim to.
-  **Report** a suspected case of abuse using Scouting procedures and applicable State Laws.

Supplements to the Youth Protection Training are video programs for youth and parents. *A Time to Tell*, No. AV-09DVD04 is for youth ages 11 to 14. *It Happened to Me*, No. AV 09DVD11, is developed for youth ages 6 to 10, *Personal Safety Awareness*, AV-09DVD27, ages 14-20 CO-ED.

#### CLIMB ON SAFELY

Climb on Safely is the Boy Scouts of America's recommended procedure for conducting climbing/rappelling at a natural site or a specifically designed facility, such as a climbing wall or tower.

#### SAFE SWIM DEFENSE & SAFETY AFLOAT

Every unit will need a qualified, trained person age 21 or older to supervise aquatic activities. This course will help unit leaders understand the rules and regulations for BSA aquatic activities, and the role leaders play in providing fun, safe events. Re-certification is required every two years.

#### TREK SAFELY

Trek Safely is the Boy Scouts of America's recommended procedure for organizing and carrying out outdoor treks including hiking, backpacking, canoeing, horseback riding, caving, rafting, kayaking, sailing, ski touring, mountain climbing, and mountain biking.

#### PLANNING AND PREPARING FOR HAZARDOUS WEATHER

#### PHYSICAL WELLNESS

#### SCOUTING SAFETY ... BEGINS WITH LEADERSHIP

#### WILDERNESS FIRST AID

#### TRANSPORTING SCOUTS SAFELY

**FOR MORE INFORMATION, PLEASE CONTACT YOUR DISTRICT HEALTH & SAFETY CHAIRPERSON,  
OR CONTACT A COUNCIL SERVICE CENTER NEAR YOU:**

**Council Headquarters**

2225 N Loop West  
Houston, TX 77008-1311  
713-659-8111  
Fax 713-659-6729

**Mailing Address**

P O Box 924528  
Houston, TX 77292

**Council Website**

[www.shac.org](http://www.shac.org)



*The Mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.*

*Sam Houston Area Council's Mission Statement is: "Leading Youth of Lifelong Values, Service and Achievement"*

*Serving Youth and Families  
Since 1915*